

# **Guidelines for Compliance With Federal Nondiscrimination Requirements**

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These guidelines are intended as an easy reference to assist Regional Offices, recipients, and other interested parties for complying with nondiscrimination requirements of the U.S. Fish and Wildlife Service's Federally assisted programs. They provide specific guidance on conducting compliance reviews, and information on processing complaints of discrimination. These guidelines serve as a supplement to the Federally Assisted Program Implementation Plan for Fiscal Years 1994-1997.

## **I. AUTHORITY**

These guidelines are issued under the following authorities: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; and U.S. Department of Interior regulations at 43 CFR Part 17 (Hereinafter referred to as the Covered Acts.)

## **II. PURPOSE**

The purpose of these guidelines is to explain the Department of the Interior's requirements under the Covered Acts.

The Covered Acts provide that no person shall be discriminated against on the basis of race, color, national origin, age, sex or disability, in any program or activity receiving Federal financial assistance.

## **III. SCOPE OF APPLICATION**

These guidelines are applicable to all programs of recipients of Federal financial assistance (primarily State Fish and Game agencies) from the Service. When a State agency receives assistance from the Department, all programs of that agency must be in compliance with the Covered Acts regardless of the funding source for the individual programs. The final decision regarding whether a specific activity is Federally assisted rests with the Secretary of the Interior.

## **IV. DEFINITIONS**

- A. "The Covered Acts" means those acts, and regulations of the Department in Part I - Authority
- B. "Department" means the U.S. Department of the Interior.
- C. "Secretary" means the Secretary of Interior or his/her designee for compliance with the Covered Acts.
- D. "Director" means the Director of the U.S. Fish and Wildlife Service.
- E. "Service" means the U.S. Fish and Wildlife Service.

- F. "Recipient" means any State or its political subdivision, any instrumentality of a state or its political subdivision, any public or private agency, institution, organization, or other entity, or any person to which Federal financial assistance is extended directly or through another recipient.
- G. "Compliance Review" means the process of reviewing the policies, procedures and practices of recipients to determine whether they are complying with the Covered Acts.
  - 1. "Pre-award Compliance Review" means an examination of the assurance agreement established between the recipient and the Service upon application for, or renewal of, Federal financial assistance.
  - 2. "Post-award Compliance Review" means an assessment of compliance with the Covered Acts after a recipient received Federal financial assistance from the Department.
  - 3. "Follow up Compliance Review" means a follow up examination of elements of the recipient's program found not to be in compliance following a post-award compliance review. The purpose of a follow up compliance review is to ascertain that the recipient has taken steps which effectively resolved conditions of noncompliance.
- H. "Compliance Officer" means an official of the Office for Equal Opportunity, U.S. Department of the Interior, the Office for Human Resources, and/or the Division of Federal Aid, U.S. Fish and Wildlife Service, conducting a compliance review or complaint investigation.
- I. "OEO" means the Office for Equal Opportunity, U.S. Department of the Interior.
- J. "OHR" means the Office for Human Resources, U.S. Fish and Wildlife Service.
- K. "State, " for the purpose of these guidelines, means any of the several States, the District of Columbia, Puerto Rico, American Samoa, the Virgin Islands, Guam, and the Commonwealth of the Northern Mariana Islands or other agencies exercising the normal functions of a State fish and wildlife department.
- L. "Organization" means any specific individual or group under contract, lease, or other agreement with the recipient to furnish services or benefits to the public.
- M. "Program" means a combination of activities that produce public services or benefits.
- N. "Activity" means a process for performing the specific function of the program under which the activity falls (e.g., hunter education, aquatic resource education, development of public access, land acquisition, etc.).
- O. "ATBCB" means the Architectural and Transportation Barriers Compliance Board.

(See Uniform Federal Accessibility Standards, 36 CFR part 1190.) The ATBCB is also referred to as the "Access Board".

- P. "Person with a disability" means any person who has a physical, mental or sensory impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. For a detailed definition of these categories, See 43 CFR 17.202(j)(2).
- Q. "Qualified person with a disability" means:
1. With respect to covered employment, a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question; or
  2. With respect to any program under which a beneficiary is required to meet academic and technical standards, or a level of accomplishment (i.e., the hunter and aquatic resource education programs), a person who, with reasonable accommodations:
    - a. Meets the essential eligibility requirements, and
    - b. Can achieve the purpose of the program.
  3. With respect to any other services, a person with a disability who meets the essential eligibility requirements for the receipt of such services.
- R. "Reasonable accommodation" means steps taken by a recipient to enable a person with a disability to perform the essential functions of a job or service or to achieve the purpose of the program under which a beneficiary is required to achieve a level of accomplishment. It may include, but not be limited to, making programs and facilities accessible to qualified persons with disabilities, job restructuring, and provision of auxiliary aids. It does not include modifications in the fundamental nature of a program or actions that cause an undue hardship to a recipient.
- S. "Beneficiary" means one among a protected class of persons who are entitled to benefit from, or otherwise participate in, programs receiving Federal financial assistance.
- T. "Integrated setting" means that, whenever possible, programs should be available to persons with disabilities in the same settings under similar circumstances as are available to persons who are not disabled.
- U. "In its entirety" means that all elements of a program or activity need not be accessible in order to meet the Section 504 Requirements. When an entire program or activity is analyzed, however, equal opportunities for full participation must exist. See 43 CFR 17.217(a).

## **V. COVERED PROGRAMS**

- A. Federal Aid in Wildlife Restoration Act of 1937, 16 U.S.C. 669, et. seq. Pitman-Robertson). CFDA #15.611.
- B. Federal Aid in Sport Fish Restoration Act of 1950, 16 U.S.C. 777, et. seq. (Dingell-Johnson). CFDA #15.605.
- C. Endangered Species Act of 1973, (Section 6)16 U.S.C. 1535, et. seq. CFDA #15.612
- D. Anadromous Fish Conservation Act of 1965, 16 U.S.C. 757, et. seq. CFDA #15.600.

## **VI. COMPLIANCE RESPONSIBILITIES**

- A. General - Recipients are responsible for ensuring compliance with the Covered Acts, the regulations issued by the Department of the Interior, and standards established by the U.S. Fish and Wildlife Service.
- B. Designation of State Official(s) - The statutes require each recipient to designate at least one person to coordinate efforts to comply with the Covered Acts. The recipient may designate one person or persons to be responsible solely for each Act or the recipient may combine responsibilities. The person(s) designated shall be familiar with the compliance requirements of the Covered Acts and these guidelines.
  - 1. The designated official(s) shall be responsible to the recipient and act as the agency liaison with the U.S. Fish and Wildlife Service.
  - 2. The name, title, address, and telephone number of the designated official(s) shall be furnished to the appropriate Regional Director of the U.S. Fish and Wildlife Service.
- C. Compliance Information - In accordance with 43 CFR 17.5(b), each recipient must maintain and submit to the Compliance Officer upon request, information which is necessary to determine the compliance posture of recipients. Examples of the type of material normally requested may be found in Appendix A. States selected for review/audit will be notified in writing, and the compliance information will be requested.
- D. Technical Compliance Requirements and Standards
  - 1. The recipient may not select, locate or operate any facilities for public use in a manner that will serve to exclude or limit opportunities on the basis of race, color, national origin, age, sex, or disability. The recipient also may not deny entry to

these facilities on the basis of race, color, national origin, age, sex, or disability. Examples of these facilities are, but not limited to, buildings, target ranges, boat docks, fishing piers, hunter or aquatic resource education sites, and public hunting areas.

2. The recipient also shall not:
  - a. Select license vendors whose locations makes it difficult for minority or persons with disabilities to acquire licenses;
  - b. Contract with an organization to provide a service which, because of discrimination in membership, would limit or restrict participation, e.g., hunter or aquatic resource education programs conducted by a sportsmen's organization or use of their target range or fishing facilities, which may discriminate against potential participants.
3. Permit any group contracting for or using services or facilities provided by the recipient without assurance that it does not discriminate on the basis of race, color, national origin, age, sex, or disability in the receipt of that service or use of that facility. Leases and contracts negotiated by the recipient that provide such a service or use of the recipient that provide such a service or use of the facility shall contain such an assurance.
  - a. The following language may be used by the recipient to meet the objective of the above paragraph: "RECIPIENT is subject to Title VI of the Civil Rights Act of 1964, Section 504 of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972; and offers all persons the opportunity to participate in public programs regardless of race, color, national origin, age, sex, or disability. ORGANIZATION agrees that no individual will be turned away from, or otherwise denied access to, or benefit from any program it sponsors that is directly associated with a program of RECIPIENT on the basis of race, color, national origin, age, sex, or disability." A violation of this assurance may become reason to nullify this lease/contract.
- (1) A recipient's agreement must assure that individuals, private organizations, or institutions to whom it extends assistance, comply with the provisions of the Covered Acts. The assurance should focus on the treatment of persons in the following circumstances; if hunter or aquatic resource education activities or other State sponsored instructional activities are held on privately owned property (sportsmen's clubs or private residences) and/or if privately owned land receiving Federal assistance is opened to the public for hunting, fishing or other activities directly related to the Federal assistance such as fish stocking, release of game animals, access sites, visitor centers, etc.

See Appendix B for a sample assurance statement to be included in all agreements.

4. Deny a person on the grounds of race, color, national origin, age, sex, or disability the opportunity to serve on State boards or commissions which regulate or advise the State fish and wildlife agency on activities receiving Federal assistance. Recipients have the affirmative obligation to seek out qualified minority and disabled applicants for such boards and commissions. It is the obligation of the recipient to alert State officials to the requirements of the Covered Acts as they affect the appointment of boards and commissions.
5. Make reasonable efforts to inform the public of opportunities provided by Federal Aid projects and also inform them that the projects are subject to compliance with the Covered Acts.
  - a. Information materials normally distributed to the public must be made available to all members of the public regardless of race, color, national origin, age, sex, or disability. This includes, but is not limited to:
    - (1) Notices on the availability of hunting and fishing licenses;
    - (2) Hunting and fishing regulations, atlases, or maps;
    - (3) Notices of the availability and location of hunter or aquatic resource education classes.
  - b. Where a significant number or proportion of the population eligible to be served or likely to be directly affected by the program needs service or information in a language other than English in order to be informed of, or to participate in the program, the recipient shall take reasonable steps to provide information in appropriate languages to such persons. This requirement applies, with regard to written material, to the type ordinarily distributed to the public.
  - c. Notice of complaint procedures established by the Department must be posted in conspicuous places in headquarters and administrative offices where the public comes for services or information.
  - d. The recipient must ensure that materials providing information indicate the existence and location of services, activities and facilities that are accessible to persons with disabilities, or where they may obtain information about accessible facilities and activities. The information must be in a form that can be readily communicated to individuals with visual or hearing impairments.

## **E. Employment**

### **1. Title VI**

Employment practices which may affect the delivery of services to beneficiaries of Federally assisted programs are subject to review under these guidelines. For the purpose of Title VI, volunteers or other unpaid persons who provide services to the public are included, (e.g., hunter and aquatic resource education instructors).

### **2. Section 504**

No qualified disabled person shall, solely on the basis of disability, be subjected to discrimination in employment in any program or activity to which 43 CFR 17.210(a) applies. The specific list of employment activities may be found at Section 17.210(4)(b).

- a. The recipient must make reasonable accommodation to the known physical or mental disability of a qualified applicant or employee unless such an accommodation would prove an undue hardship to the recipient's program (See Section IV Q for a definition of "Reasonable Accommodation").
- b. A recipient may not enter into any relationship, contractual or otherwise, that has the effect of subjecting qualified disabled applicants or employees to discrimination. This includes, but is not limited to, relationships with employment agencies, labor unions, or organizations providing training programs.
- c. In those instances where employment tests are used, the recipient must ensure that the test does not discriminate against disabled applicants and must ensure that the test is adopted for use by persons having sensory, manual, or speaking impairments except when those skills are the factors being tested.

## **F. Accessibility**

### **1. General**

- a. A recipient must operate each program and activity in such a manner that, when viewed in its entirety, the program or activity is accessible to and useable by qualified persons with disabilities. A recipient is not, however, required to make every part of an existing facility, program, or activity accessible (See 43 CFR 17.216 and 17.217)



## **2. Specific State Programs**

### **a. Hunter and Aquatic Resource Education Programs**

The State must ensure that educational programs, when viewed in their entirety, are accessible to qualified persons with disabilities. Classes must be accessible; however, it is not necessary that all courses be accessible. The sponsoring agency must ensure that a portion of its classes are located in buildings that are accessible to individuals with mobility impairments. Other persons with disabilities who are qualified to participate in the program also must be accommodated. Informational materials announcing the locations of classes should contain information as to the location of accessible classes and should also state that prior notice be given to instructors when aids needed to accommodate disabled participants are required.

- (1) Hunter education courses that require live range firing as part of the course should ensure that firing ranges, whether constructed by the State or used through a cooperative agreement mentor lease, are accessible to and useable by persons with disabilities.
- (2) Instructors shall be informed that efforts must be made to accommodate qualified disabled individuals. The instructor may make the class accessible, refer the students to another class that is accessible to that person's needs, or develop another acceptable alternative.

### **b. Recreational Hunting, Shooting, Fishing, and Boating Activities**

Recreational hunting, shooting, fishing, and boating activities must be accessible to qualified disabled individuals. Recipients should develop methods which will enable qualified disabled hunters, fishermen and boaters to participate in the program. Literature containing information on the dates and locations of hunting or fishing activities should contain data relevant to any special accommodations made for sportsmen with disabilities. A statement should also be made that individuals requiring additional special accommodations should make their needs known to the State agency.

## **3. Self-valuation and Transition Plan**

- a. Within one year of the effective date of 43 CFR 17.205(3)(c), each recipient is required to review its program in order to:

- (1) Evaluate its current policies, practices and facilities and identify those that do not comply with Section 504. This evaluation must be undertaken with the assistance of interested persons, including persons with disabilities or organizations representing disabled persons;

- (2) Modify, after the above evaluation and consultation, any policies, practices and facilities not in compliance with Section 504;
- (3) Take appropriate remedial steps to eliminate the effects of any discrimination that resulted from these activities.

b. Recipients employing fifteen or more persons shall, for at least three years following completion of the self-evaluation, maintain on file and make available to the public:

- (1) A list of interested persons or groups consulted;
- (2) A description of areas examined and problems identified;
- (3) A description of any modifications made and of remedial steps taken.

C. If a recipient finds that structural changes to a facility are necessary in order to make the program accessible, the recipient must develop a transition plan setting forth the steps necessary to complete the changes. The plan shall be developed with the assistance of interested persons, including persons with disabilities. A copy of the plan shall be made available for public inspection. At a minimum, the plan shall:

- (1) Identify physical obstacles in the recipient's facilities that limit the accessibility of its program or activity to disabled persons;
- (2) Describe in detail the methods that will be used to make the facilities accessible and useable;
- (3) Specify the schedule for taking the steps necessary to achieve full facility accessibility and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and
- (4) Indicate the person responsible for implementation of the plan.

#### 4. Methods

a. There are several methods by which the recipient may make existing facilities accessible. Some of these methods include:

- (1) Redesign of equipment;
- (2) Reassignment of classes or other services to accessible buildings;
- (3) Assignment of aids to participants;

(4) Alterations of existing facilities and construction of new facilities (see Section G).

- b. The above list is not intended to be all-inclusive. Recipients should consider these as well as other methods that will make its programs accessible to qualified persons with disabilities. Structural changes in existing facilities may be required only when there are no other acceptable methods for making the facility accessible.
- c. The information described above will be reviewed during any compliance review conducted by the Service.

## **G. New Construction or Alteration**

1. Each facility or part of a facility constructed or altered by, on behalf of, or for the use of a recipient, shall be designed, constructed or altered so that the facility or part of the facility constructed or altered is readily accessible to and useable by disabled persons. This applies to facility accessibility for Federal facilities and Federally funded facilities. The standards used are the Uniform Federal Accessibility Standards or the Americans with Disabilities Act Accessibility Guidelines, whichever is more stringent.
2. Departures from the UFAS or ADAAG requirements by the use of other methods are allowed when it is evident that the other method will provide accessibility equivalent to or better than that provided by ADAAG or UFAS.
3. New construction must be accessible in accordance with these guidelines.

## **VII. COMPLAINT PROCEDURE**

### **A. General**

Any person who believes he or she, either individually or as a member of a specific protected class of persons, has been subjected to discrimination as prohibited by the Covered Acts may personally, or by representative, file a complaint.

Complaints must be submitted as follows:

1. All complaints filed under Title VI, Section 504, or the Age Discrimination Act must be in writing, and must be signed by the complainant or the complainant's representative. In the event that a complaint is made in other than written form, the official receiving the complaint must instruct the complainant to reduce the complaint to writing and submit it to the Chief, Office for Human Resources, U.S. Fish and Wildlife Service, 4040 N. Fairfax Drive, Room 300, Arlington, VA 22203. The complaint should contain: name, address, telephone number of the complainant, the basis of the complaint, and the date of the alleged discrimination.

2. Persons alleging discrimination in employment should be instructed to file directly with the Equal Employment Opportunity Commission.
3. Complaints must be filed within 180 days from the date of the alleged discrimination. The time limit for filing may be extended by the Director of the Office for Equal Opportunity.

## **B. Responsibilities of the Recipient**

1. The recipient shall notify the public of their right to file a formal complaint of discrimination and shall outline the procedures for filing such a complaint, to include:
  - a. Information on complaint procedures and the rights of beneficiaries must be in the form of a nondiscrimination notification clause. This clause must be included in handbooks, manuals, pamphlets, and other materials which are ordinarily distributed to the public to describe the Federally-assisted programs or activities (See Appendix C);
  - b. Posters explaining the nondiscrimination provisions of the Covered Acts as they apply to the Federal Aid programs shall be displayed in at least one conspicuous place in the administrative offices of the recipient and where the public comes for information and services. In addition to the Covered Acts, posters should explain the procedures for filing complaints.
2. A complaint received by the recipient should be recorded in a log designed to record essential information regarding each complaint and forwarded to the Office for Human Resources within 10 days after receipt. The date of receipt should be entered on the complaint. The State may retain a confidential copy for its records. The log entry must contain a case number; the complainant's name, address, and phone number; a description of the complaint; the date the complaint was filed and investigation completed; the disposition of the case, and all other pertinent information.

## **VIII. COMPLIANCE REVIEW PROCEDURES**

### **A. General**

This part describes the types of compliance review which will be conducted periodically to ensure that Service grant programs are operated in compliance with the Covered Acts.

## **B. Compliance Review Responsibilities**

1. The Service's Regional Offices shall conduct on-site or desk audit compliance reviews of respective recipients at least once every three years. Recipients will be notified by letter no less than 20 days prior to a scheduled routine on-site review, and 30 days prior to a desk audit. Within a reasonable period after the review/audit is completed, the Compliance Officer shall prepare and issue a report on its findings and recommendations to the recipient to assist the recipient in voluntarily complying with the Covered Acts.
2. Remedial action must be initiated by the recipient to correct any deficiency(s). Where conditions of noncompliance have been found, such conditions must be resolved by the recipient within a reasonable period of time. A copy of the report and related correspondence shall be kept on record by the office performing the review for a period of three years. This information shall be made available to the OHR upon request.

## **C. Determination of Compliance**

The Regional Office shall be responsible for:

1. Notifying recipients of any inconsistencies found in a compliance review;
2. Assisting recipients in complying with the Covered Acts;
3. Cooperation with recipients toward resolving conditions of noncompliance.

## **D. Selection Criteria**

1. Post-Award Reviews. In the selection of recipients for post-award review, the Regional Office shall base selections on such factors as:
  - a. Available compliance information collected from previous reviews including pre-award reports from other agencies;
  - b. Demographic patterns of the geographical areas served by the recipient;
  - c. Complaints of discrimination under the Covered Acts;
  - d. The size of the Federally-assisted program or activity;
  - e. The amount and type of Federal assistance to the recipient.

## **IX. Resolution of Noncompliance**

## **A. Voluntary Compliance Defined**

1. Departmental regulations 43 CFR 17.6(d), require the resolution of an apparent condition on noncompliance by informal and voluntary means whenever possible. Voluntary compliance means the willingness of a recipient to correct conditions of noncompliance identified by complaint investigation or compliance reviews.

## **B. Procedures for Effecting Voluntary Compliance**

1. In every case where a complaint investigation or compliance review results in a finding of noncompliance, the Regional Office shall notify the recipient by certified mail of the conditions of noncompliance. The notice shall clearly identify the conditions of noncompliance and afford a reasonable time to comply voluntarily.
2. The Service shall record the date the recipient received notice, and shall note and record the last day afforded the recipient for voluntary compliance.
3. The recipient may request a meeting for the purpose of discussing the program areas or requirements for compliance.

## **C. Sanctions Available to Correct Noncompliance**

1. When an applicant or a recipient of Service funds is found to be in noncompliance with the Covered Acts, and compliance cannot be achieved by voluntary means, the Acts provide several enforcement alternatives. If discrimination based on race, color, national origin, age, sex, disability or any other technical violation of the Covered Acts is found in a recipient's program, the Service can condition the project until full compliance has been satisfactory established. If the grant has been awarded, the Service may initiate administrative proceedings for the termination of current and future funding.
2. No order suspending, terminating, or refusing to grant assistance to a recipient can become effective until the Fish and Wildlife Service has:
  - a. Advised the recipient of its failure to comply and determined that compliance cannot be secured by voluntary means;
  - b. Made an express finding on the record, after the opportunity for a hearing, of a failure by the recipient to comply with the Covered Acts;
  - c. Obtained approval of the action to be taken from the Secretary of the

Interior;

- d. Ensured that the Secretary has filed with the committee of the House and the committee of the Senate having the legislative jurisdiction over the program involved, a full written report of the circumstances and the grounds for such action.

## **Appendix A**

To conduct a Post-award Compliance Review of your State, the Compliance Officer may require access to all or a portion of the following information (this list is not all-inclusive).

1. An organizational chart of the Fish and Wildlife Agency, showing the different organizational segments and managers, and outlining their responsibilities.
2. A current list specifying, by name and race, all members appointed to advisory boards or planning bodies associated with the programs or activities of your agency.
3. A copy of your most recent Annual Report.
4. Racial statistics for the most recent calendar or fiscal year, showing the extent to which minorities participated in your State 5 Hunter and Aquatic Resource Education activities.
5. A brief outline of the various programs offered to the public.
6. A sample of information distributed to the public to acquaint them with the benefits and services offered by your programs (brochures, newsletters, magazines, hunting and fishing regulations, etc.).
7. A description of methods used to inform the public of their right to file a complaint of alleged discrimination on the basis of race, color, national origin, age, sex, or disability.
8. A summary of criteria required of a private citizen to qualify for a hunting and fishing license and the cost involved.
9. A description of the manner in which hunter and aquatic resource education instructors are recruited and selected.
10. A complete list by name, address, and race of instructors qualified to teach hunter and aquatic resource education classes, and identification of those having taught at least one class in the past two years. Also identify costs incurred by students receiving training.
11. In general, location of education classes (i.e., schools, clubs, private residences, etc.), and how the public is informed of the availability and location of classes.
12. A brief description of procedures used by your office to handle complaints of alleged discrimination and the name of the individual assigned responsibility for handling these complaints.
13. Copies of assurance agreements signed by individuals, private organization or institutions. (See Appendix B)
14. Self-evaluation under Section 504.
15. Transition Plan also under Section 504.



## **Appendix B**

### **MODEL ASSURANCE STATEMENT**

"The undersigned is subject to Title VI of the Civil Rights Act of 1964, Section 504 of Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and offers all persons the opportunity to participate in programs or activities regardless of race, color, national origin, age, sex, or disability. Further, it is agreed that no individual will be turned away from or otherwise denied access to or benefit from any program or activity that is directly associated with a program of the RECIPIENT on the basis of race, color, national origin, age, sex (in educational activities) or disability.

NOTE: An Assurance Statement should be signed by an individual, private organization, or institution receiving fish and wildlife conservation assistance under the following circumstances:

1. If the premises are at any time opened to the public;
2. If Hunter or Aquatic Resource Education, or any other information/education program sponsored by a fish and wildlife department, is held on private property.

## **Appendix C**

### **MODEL NOTIFICATION CLAUSE**

The paragraph below is an example of a Notification Clause. All publicly distributed program materials, regulations, brochures, or program or course applications should contain such a clause.

#### **Example**

This program received Federal financial assistance in Sport Fish and/or Wildlife Restoration. Under Title VI of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, the U.S. Department of the interior prohibits discrimination on the basis of race, color, national origin, age, sex, or disability. If you believe that you have been discriminated against in any program, activity, or facility as described above, or if you desire further information please write to:

The Office for Human Resources  
U.S. Fish and Wildlife Service  
4040 N. Fairfax Drive  
Room 300  
Arlington, Virginia 22203